

Sample Letter for Requesting a Material Safety Data Sheet (MSDS)

Use with WAC 296-800-170

This sample form letter shows what information you need to include when requesting Material Safety Data Sheets (MSDSs) from a manufacturer or distributor. You can use this sample as a guide to develop your own form letter.

Sample Form Letter

Date of your request

Name of manufacturer/distributor you need the MSDS from

Their address

City, state, zip code

Their fax number if you make this request by fax

Subject: Material Safety Data Sheet Request (MSDS)

Please send us the (MSDSs) for the following product(s):

(1)

(2)

(3)

Our business needs the MSDS(s) listed above to comply with the Chemical Hazard Communication Standard, WAC 296-800-170. Please make sure that the MSDS(s) you send us meet the requirements of the Content and distribution of Material safety data sheets (MSDSs) and label information, Chapter 296-839 WAC (equivalent to 29 CFR 1910.1200, OSHA Hazard Communication Standard).

Thank you for your immediate response.

Sincerely,

Your name

Your company's name

Business address